

ADMINISTRATIVE USE ONLY

DDA/CMO

Approved For Release 2002/02/19 : CIA-RDP86-00895R000100150002-6

*1500026 Employee
Soft File Procedures
Nothing an acctg record*

DD/A 75-4683

6 October 1975

MEMORANDUM FOR: Director of Communications
Director of Finance
Director of Joint Computer Support
Director of Logistics
Director of Medical Services
Director of Personnel
Director of Security
Director of Training
Assistant for Information
Assistant for Resources

SUBJECT : Soft File Procedures to Comply with Privacy Act

REFERENCES : A. Federal Register dtd 28 Aug 75, Part II, Privacy
Act of 1974, Page 39788 CIA-26
B. Summary of Privacy Act Requirements for Records
Systems Managers

1. The Privacy Act requires that procedures be established for the collection, maintenance, use and dissemination of information on U.S. citizens and permanent resident aliens. Each Directorate has identified personnel soft files as a system of records subject to the Act. All Directorate personnel are urged to become familiar with the description of the system identified as Supplemental Personnel (Soft) Files CIA-26 published in the Federal Register Vol. 40, No. 168, August 28, 1975.

2. This memorandum sets forth guidelines to be used by each component in establishing procedures for their soft file holdings in accordance with requirements under the Act.

A. Access to Soft Files should be Limited to:

- (1) Personnel who maintain the files;
- (2) Supervisory personnel who meet "need to know" requirement;
- (3) Career Service panel members pursuant to official panel business;
- (4) Subject of the soft file.

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B. Individual Access to His Record:

(1) Request to review soft files need not be in writing. The Agency Regulation implementing the Privacy Act provides that employees may have access to records about them by either an oral or written request. Written requests will be processed as a Privacy Act request and submitted to the Information and Privacy Staff.

(2) Response to oral requests:

Component personnel officers must:

- a. ensure that the information contained in the file is relevant and that any misfiled documents pertaining to other employees are removed and properly filed;
- b. schedule a time and place for the employee to review his file;
- c. upon request from the employee provide copies of documents or segregable portions of documents in accordance with procedures established in HN [REDACTED] dated 26 September 1975;
- d. upon request from the employee, permit another employee to accompany him at the time of the review provided that the requesting employee provides a written statement authorizing another employee to be present at the time of the review.

STATINT

C. Amendments or Corrections to Records:

Requests from employees to correct, add to or delete information contained in his file must be submitted in writing except in those instances where the official responsible for maintaining the soft files recognizes that the requested change is based on an obvious error. The responsible official may make such a correction without a written request.

D. Disclosures of Information:

Dissemination of information may be made only in accordance with prescribed routine uses, i.e. to Agency officials who have a need for the information. No disclosures of information may be made outside the Agency without the prior written consent of the individual unless the disclosure meets the criteria defined in HN [REDACTED] conditions of disclosure.

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E. Disposition:

The soft file should be maintained only as long as it is needed in the user office. Disposition of soft files will be handled in accordance with the following:

(1) At the time of transfer the employee's soft file should be forwarded to the gaining office.

(2) Employee Resignation/Retirement - The soft file should be maintained for approximately one year. The file should then be reviewed to determine which items should be incorporated into the official records. The remaining document should be set aside for destruction.

3. All Agency personnel including those charged with maintenance of soft files are encouraged to read HN [REDACTED] "CIA Implementation of the Privacy Act of 1974."

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4. Reporting Requirements - Each component shall be responsible for providing to the Career Management Officer statistics which show the number of employees who have reviewed their files.

5. In order to reduce the number of employee soft files, each Office should review its holdings to determine that it is maintaining the minimum number of files. A representative of my staff will be in touch with you in the near future to determine the systems used and how they may be consolidated. In addition we will be required to establish a reporting procedure that will cover the number and types of requests received. This will be forthcoming in the near future. In the meantime you should keep a list of those employees who have requested reviews of their soft files.

STATINT

[REDACTED]
Career Management Officer
Deputy Director for Administration

cc: C/ISAS
C/IPS
SSA/DDA

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